

OPPORTUNITY KNOCKS!

Western Montana's Premier Employment and Training Fair

We hear from employers that their toughest issue is recruiting and retaining qualified applicants. Labor market information in the state and nationally, as well as member surveys conducted by the Missoula Chamber of Commerce and other professional organizations, confirm that this issue is one of the most critical that businesses face. In our tight job market the Missoula Job Service has made significant changes to our **upcoming 2008 Career Fair to further help you in identifying talent**. Our title says it all: **Opportunity Knocks!**

When and where will the event be held?

This year's event moves to the **Hilton Garden Inn on April 16, from 3:30 to 7:00 pm**, utilizing both the grand ballroom and foyer. This will allow all employers to be in the same area and maximize applicant traffic. The Fair will be in a highly professional setting, provide access to wireless connections, and set a grand stage for showcasing your business to potential employees.

What else is new?

We are partnering this year with the **University of Montana - School of Business Administration**, and the **University of Montana - College of Technology**. In addition to the **general public**, their students will be in attendance to help with immediate or ongoing hiring needs. We have partnered with **102.5 Mountain FM, KPAX**, and the **Missoulian** to publicize the Fair. The Missoulian will be publishing an official Employment and Training Fair tab on the Sunday before the Fair. We encourage you to purchase ad space in the tab, which will go to over 80,000 Sunday Missoulian readers on April 13.

This year's Employment and Training Fair will also include organizations that can offer training in areas ranging from specific skilled trades to professional development. Our goal is to help applicants attain additional skills that will **improve their employability and competitiveness for positions with your organization**. In addition, existing employees could benefit from training opportunities to gain new skills and enhance productivity, and your organization can **find out more about the training available in our area**.

Who should be there?

Every employer in the Western Montana Region who wants to **showcase his or her business to prospective employees, network with a large number of job seekers**, and potentially **fill openings** will want to attend. Past events have consistently had over **1500 interested job seekers representing every career field**.

What do you need to do?

We expect a significant increase in demand for exhibition space and therefore recommend that you complete your registration form as soon as possible. **The registration fee is \$125.00**. Please send the attached registration form and payment to the address listed above by February 28. If you have any questions regarding this event, please don't hesitate to call me at 542-5786 or email me at rmadsen@mt.gov.

Dick Madsen

Registration Chairman, Western Montana's Premier Employment & Training Fair

THANK YOU TO OUR SPONSORS:



OPPORTUNITY KNOCKS!

Western Montana's Premier Employment & Training Fair

Missoula Hilton Conference Center 3:30 – 7:00 pm Wednesday, April 16, 2008

This agreement is made on (date) _____ by and between the Missoula Job Service, a nontransferable agreement to lease exhibit space with:

Company Name _____ Contact Person _____

Address _____ Telephone _____ Fax _____

City _____ State _____ Zip _____ Cell Phone _____ Email _____

WE PROVIDE

- 6 foot conference table in an 8 foot space
- 2 chairs
- Table covering
- WiFi connection
- 2 Hospitality buffet tickets

YOU NEED

- Recruitment materials
- Electrical cords if needed for displays
- Promotional items
- Educational literature

Special Services Available (check all that apply):

- ☐ Electrical outlets needed
☐ Don't need 6 foot table, have floor display
☐ Additional buffet tickets at \$15.00 each

Please identify other special needs to help us in assigning booths (such as height requirements, need to be against a wall, pairing up with another exhibitor, etc.):

Quantity	Description	Cost	Total
	Booth space	\$125.00	\$
	Additional buffet tickets	\$15.00 each	\$

Total due: _____

Make checks payable to Missoula JSEC-Job Fair or charge my credit card: Visa, Master Card, Discover

Credit Card: _____ **Expiration Date:** _____

Billing Address: _____ **Phone:** _____

Terms: The balance is due on or before February 28, 2008 and is nonrefundable. All spaces available after February 28, 2008 require a 100% nonrefundable payment upon reservation. Parties who make reservations after February 28, 2008 will not have their information published in the Missoulian "Opportunity Knocks!" insert. Please read and sign the Employment & Training Fair guidelines and submit them with this application, by February 28, 2008.

Authorized & Signed by: _____

Please sign and return to: Missoula Job Service Attn: Dick Madsen, PO Box 5027, Missoula, MT 59806



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Exhibits

The installation of exhibits begins at 2:00 pm on April 16, 2008 and must be completed by 3:15 pm. Exhibitors with unpaid balances will not be allowed to set up until paid in full. Exhibits must be removed by 8:00 pm on April 16, 2008. Exhibits will not be permitted to leave the building at any time after installation until the final closing time of the Fair. All signs must be done in a professional manner. Exhibitors will be asked to remove signs which look amateurish and detract from the overall professionalism of the Fair. It is the purpose of the Fair and understood by the exhibitor, that only services and products that are pertinent to employment and training shall be displayed, demonstrated, or explained. Each exhibit will comply with and conform to the laws of the United States and the State of Montana and with all the ordinances and regulations of Missoula County. All exhibits must remain in the confines of their own space. Exhibits will be staffed during all hours of the event. Selling products over-the-counter on a carry out basis is prohibited without prior written approval. An exhibitor shall not assign, sublet, or apportion the whole or any part of the space allotted to him/her. Each exhibitor is responsible for any damage he/she or his/her employees may cause to the premises of the Missoula Conference Center.

Sound Control

Speakers, radios, television sets, and the operation of any equipment, are permitted but must be kept to a volume that does not annoy neighboring exhibitors or attendees.

Distribution of Literature and Souvenirs

Printing, advertising, souvenirs, etc. may be distributed by exhibitors from the assigned space only. Any souvenir or advertising that is of an objectionable or undignified character will not be permitted. Souvenirs will not be of noise-making or sticker variety. All such gifts are subject to the approval of Fair officials.

Unoccupied Space

If an exhibitor fails to occupy space constrained for, or fails to comply in any other respect with terms of the Fair agreement, Fair officials have the right to rent such space to any other applicant without releasing the exhibitor from paying the sum agreed upon in his Fair contract.

Liability

Neither the Missoula Job Service, the employees thereof, or their representatives, will be responsible for any injury, loss or damage that may occur to the exhibitor.

Booth Assignments

Fair management reserves the right to change or alter space assignment and floor plan, at their sole discretion for the best interest of the show.

Amendments

Fair officials shall have full power to interpret and so make or amend these rules. Wherever these rules do not cover, the Fair Committee reserves the right to make such rulings as may appear to be in the best interest of the show and the exhibitor agrees to accept and abide by such rulings.

I/We have read and understand the Fair Guidelines and agree to abide by the terms and conditions as set forth by the Missoula Job Service and agree to hold harmless the Missoula Job Service and its employees from any claims or liability or damages to persons or personal property as a result of entering into this agreement for Employment & Training Fair 2008.

Exhibitor Signature: _____ Date: _____

Print Name: _____ Company: _____

